

# Direct Loan Master Promissory Note

## Step by Step Instructions

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You will need the following items to complete Direct Loan Master Promissory Note (MPN):

- Your address, date of birth and social security number
  - Your FSA ID username and FSA ID password
  - Driver's License Number (if applicable)
  - Names, addresses and phone numbers of two personal references
    - You must have known the references for at least three years.
    - References cannot share the same address or phone number.
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1. Go to <http://www.studentloans.gov>.
  2. Click the green **Log In** button.
  3. Enter your FSA ID username and FSA ID password.
  4. Click on **Complete Master Promissory Note**.
  5. Select **Subsidized/Unsubsidized**.
  6. Complete all four pages of the MPN.
  7. When you have completed the MPN, you will see a statement informing you that you have successfully completed the process. PBA will be notified automatically within 48 hours of your completion.